

URBAN/MUNICIPAL

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MONTHLY MUSEUM REPORTS

Corporation of the City of Hamilton

Memorandum

TO: Members
Hamilton Historical Board

YOUR FILE:

FROM: Mrs. M. Havelka
Manager of Cultural Services

HAMILTON PUBLIC LIBRARY
OUR FILE:

PHONE:

526-3967

SUBJECT: MONTHLY MUSEUM REPORTS

MAY 8 1990

DATE:

1990 May 4

GOVERNMENT DOCUMENTS

I have attached the Monthly Museum Reports for the month of April for your information.

Trusting you will find them informative.

MH
MH:bs
Attachment



VISITOR STATISTICS

Month: 1,800 excluding guests = - 421 or -19.0%
Year: 5,560 excluding guests = -1,129 or -16.9%

COLLECTIONS MANAGEMENT

The collection inventory and re-recording of programming items continues.

Programming items were loaned to St. Peter's Hospital for one of their promotional activities.

Donations this month include Royal Canadian Navy Nursing Sister and Commander uniforms; Scottish balmoral to complete a uniform donated several years ago.

PROGRAMMES/SPECIAL EVENTS

Easter weekend was somewhat slower than in 1989, possibly due to the unseasonably cold weather. There was a new handout for adults, a poem "Easter Parade".

The Military Museum now appears on McDonald's restaurant tray liners in several locations and this has resulted in several enquiries about programmes. McDonald's has also agreed to share the cost of re-printing the flyer advertising the package.

Also in conjunction with McDonald's, the Military Museum was asked to participate in "McHappy Day" which raises funds for Ronald McDonald Children's Charities of Canada and for local children's charities. The Curatorial Assistant worked at the Main-Dundurn Restaurant during the lunch hour.

During Education Week, the Military Museum acquired a new version of its programming brochure. This is the first time that it has been typeset and printed. It will give the Museum a more professional image.

TRAINING/STAFFING

Omitted from March: the Curatorial Assistant attended on day of sessions at the local ALHFAM conference at Dundurn Castle.

GIFT SHOP

New items in the Gift Shop include pencil sharpeners shaped like cannons and dolls outfitted as highlands pipers and drum majors.

Revenue this month: \$153.46
Revenue to date: \$771.45

NOTES



DUNDURN CASTLE
REPORT FOR THE MONTH OF APRIL, 1990

VISITOR STATISTICS

	APRIL 1990	APRIL 1989
MONTH	2,874	3,234
YEAR TO DATE	8,399	10,964

COLLECTIONS MANAGEMENT

Four Castle staff and Kelly Barrett, the Co-op student from Bishop Ryan, received a full day of instruction in the use of the Heritage Sentinel software package. Computerization of records was begun with the setting up of classification tables on the system.

The badly worn original carpet in the Nursery was replaced with a reproduction in-grain carpet. Samples of all replaced carpets are being kept for the Castle's records.

PROGRAMMES, SPECIAL EVENTS, EXHIBITS

Harpist Ruth Krawchuck played in costume in the Upper Hall during the Easter weekend, and Aunt Sophia's table was laid for an Easter Tea.

Several experimental school programmes were run for various grade levels, with excellent feedback and suggestions from the teachers.

The Castle hosted an Ontario Historical Society workshop on the topic of restoring historic buildings. Castle staff supplied a well researched and delicious historical lunch based on period recipes and ingredients available in Hamilton in April, 1855, as well as an in-depth furnishings tour of the building.

TRAINING, STAFFING

Bill Nesbitt, Curator, Don Patterson, Custodian, Cindy Bailey, Clerk Typist, and Dave Adames, Head Historical Interpreter, all received a full day of instruction on Heritage Sentinel.

Margaret Pruden, Assistant Supervisor, and Alice Horwood, Head Historical Interpreter, attended the O.H.S. workshop held at the Castle.

NOTES

Three computer students from Seneca College delivered the results of their systems analysis project on computerization of Dundurn's bookings and visitor tracking. The result is a very useful report that, if implemented, will simplify tour bookings, scheduling, confirmations and invoicing, and will allow us to track accurately our visitor profile for marketing purposes. It will also constantly up-date and generate specialized mailing lists. Cost of this research and programme development by a consultant would have been about \$15,000.

GIFT SHOP

Gift shop sales continue to exceed last years record sales figures. (up \$2,167 over April 1989) The shop is now fully stocked for the tourism season. Some interesting new best sellers include pewter stirrup cups, packages of appropriate flower and vegetable seeds, and seed greeting cards which are made in Canada of recycled paper.



Museum: Steam Museum

Report for the Month of: April 1990

VISITOR STATISTICS

1990 Year to Date

2659

1989 Year to Date

3123

1988 Year to Date

1649

Month 1990

914

Month 1989

496

Month 1988

222

April has been an excellent month for visitation at the museum. The temporary exhibit, "The Great Train Show", continues to draw well. In addition, school visitation for the first 4 months of 1990 has exceeded the 12 month total for 1989 (which was, itself a 25% increase over 1988).

COLLECTIONS MANAGEMENT

The museum continues to gather artifacts related to the waterworks. Most recently, a small watercolour of the original reservoir (painted in 1878) was uncovered by members of the Regional Engineering Department in their files. They have generously agreed to donate the painting to the museum.

The museum has also been offered a variety of materials belonging to John Rowley, formerly Chief Mechanical Officer for the Toronto, Hamilton and Buffalo Railway. The materials include: his library of technical books; a number of photographs; some archival material; three models; his chest of precision instruments.

Finally, the museum toured the old Hamilton Street Railway shops (at 18 Wentworth St.). The HSR has moved to new facilities and has invited heritage groups to examine the remaining equipment for objects of interest. The museum discovered a number of items of considerable heritage significance, including some early documentation and what appears to be a large collection of early plans. In addition, the museum examined two small machine tools of interest. The museum will work with the HSR and the Halton County Radial Railway Museum to ensure that this material is preserved.



W H I T E H E R N
REPORT FOR APRIL 1990

VISITOR STATISTICS

April 1990	Year to date	April 1989	Year to date
1014	2245	305	2,160

COLLECTIONS MANAGEMENT

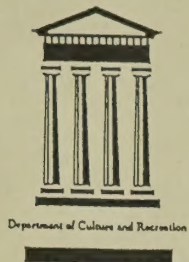
- Therese Charbonneau, the visiting conservator studying the City of Hamilton Museums collections storage conditions, studied the storage situation at Whitehern.
- Laurie Connon continued conservation treatment on the drawing room tapestry carpet.

PROGRAMMES, SPECIAL EVENTS, EXHIBITS

- Late Nineteenth Century Interiors Lecture attracted over 30 listeners. The lecture, featured in a Spectator article, generated greater community exposure for the museum.
- Whitehern's Easter Egg Hunt attracted over 650 children and parents. Twenty volunteers assisted with the event.
- The T.B. McQuesten Awards were rescheduled from April 25 to May 22.
- 13 booked groups attended programmes at Whitehern in April. They included: 1 Girl Guide company, 2 Senior Citizen groups, 2 Special Needs groups, 4 badge workshops, 1 preschool class, 2 grade 3 classes, and 1 grade 6 class.

TRAINING/STAFFING

- Dundurn Castle has assisted Whitehern by providing their staff on a regular basis in the absence of Whitehern's cleaner.
- Maryanne MacLean will be returning to Whitehern for her third summer as Whitehern's student Interpreter. Her work at the site commences on May 7.



VISITOR STATISTICS

- 1990 to Date: 11,223
- 1989 to Date: 9,436
- April 1990: 4259
- April 1989: 3562

COLLECTIONS MANAGEMENT

- N/A at this time.

PROGRAMMES/SPECIAL EVENTS

- Education Week was April 16 to 20th the site joined other Museums in recognizing it.
- Lois Corey, Curatorial Assistant co-ordinated the display for the Children's Festival in Niagara Falls. She was assisted by Dave McAdames from Dundurn Castle, Tom Minnes Acting Education Officer and the Curator. The site was able to tap a market area previously not well serviced and received a positive response. Hands on Rubbings of Dinosaurs was the high light. The Children's Museum focus permitted it to encourage visitation to the other ^{sites} via the display, discussion and hand outs. Museum buttons were very popular.

TRAINING/STAFFING

OVER-

- The Curator Marjorie Denton returned to work on April 4th, 1990.
- The Custodian attended a Disaster Meeting and work is proceeding on a plan for the site.
- The Curator and Curatorial Assistant attended at 1/2 day Heritage Sentinel information session. The site is considering this system for collection Management.

NOTES

- The Long Range Plan's second display meeting was held at the Museum with Hugh Spencer; who will proceed to make recommendations and make a report back. No decisions were made at this time. A schedule has been prepared for this stage of the L.R.P. and work continues on a potential relocation designation.

GIFT SHOP (IF APPLICABLE)

On Easter Sunday, staff members Sherri Bell and Julie Galbraith took turns being the Bunny Distributing chocolate eggs. Tom Minnes is in charge of all special events and therefore is planning the 12th Birthday Party to occur on July 25, 1990 in conjunction with "Kids Summer". Julie Gailbraith, Wintario Intern has made contact with Fukiyama (The Hamilton Twin City) with regard to our revitalizing the Japan Kit as she will be in Fukiyama in June, Julie also under took research into future exhibits.

We have decided to offer:

1. The Universe - summer 1990
2. The Environment - fall 1990
3. The Neighborhood - spring 1991
4. Hamilton's Twin Cities
5. Undesided as yet.
6. Italy (Columbus 500th Anniversary - summer

Julie has also undertaken a survey on the needs of pre school groups at an enlarged Children's Museum.



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